

# Diploma in Business & Human Resource Management (Teach Out)

SHRI Academy's DipBHRM part-time programme is specifically designed to provide executives and managerial personnel with a rounded and in-depth knowledge of HRM-related fields. It aims to enhance the professional skills and competencies of human resource personnel.

## Who should attend:

HR Professional and support staff who aspire to enter the Human Resource profession without a formal education in Human Resource Management. It is also appropriate for managerial and other professional staff who wish to have comprehensive knowledge and applications of Human Resource Management in a business context.

## Course Content

### Business Modules:

Module 1 – Business Management  
Module 2 – Quantitative Methods  
Module 3 – Accounting & Finance  
Module 4 – Law of Contract

### Core Modules:

Module 5 – Labour Economics  
Module 6 – Employee Relations  
Module 7 – Organisational Behaviour  
Module 8 – Human Resource Information Systems  
Module 9 – Productivity Management  
Module 10 – Human Resource Management I  
Module 11 – Human Resource Management II

The modules listed above maybe conducted in a different sequence. Module content / syllabus will be provided upon request.

## Course Duration

- 16 months; 369 training hours
- 11 modules over 3 semesters
- Lessons are conducted thrice a week

## Assessment Methods

Candidates are assessed through assignments, tests and written examinations for all modules.

## Graduation and Degree

Students who successfully complete and pass the modules stipulated in the course structures will be awarded the Diploma in Business & Human Resources Management from SHRI Academy Pte Ltd. Graduates may use the title "DipBHRM" after their names.

## Advancement

DipBHRM graduates are granted two year's advanced standing for the Bachelor of Arts HRM with Organisational Psychology programme, offered by Edinburgh Napier University, UK through SHRI Academy.

## Admission Requirements

	Fresh Graduate	Mature Adults
<b>1. Minimum Academic Qualification:</b>	2 'A' Level credit passes in any subjects, IB Diploma, or other equivalent pre-university certifications including English OR Polytechnic diploma or equivalent OR PEI qualification that articulates into EDP (CANDIDATE MUST HAVE 10 YEARS OF FORMAL EDUCATION BEFORE TAKING PEI QUALIFICATION) OR Certificate in Human Resource Management awarded by SHRI Academy or equivalent	5 'O' Level credit passes in any subjects OR Certificate in Business Studies (CBS) / Higher Nitec awarded by ITE OR Certificate in Human Resource Management awarded by SHRI Academy or equivalent OR GCE 'N' Level including English + PEI Diploma
<b>2. Minimum Working Experience:</b>	NIL	8 Years
<b>3. Minimum Age:</b>	18 Years	30 Years
<b>4. Minimum Language:</b>	GCE 'O' Level credit pass in English or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 6, or IELTS 6.0 or its equivalent.	GCE 'O' Level credit pass in English; or Level 6 in ESS (Employability Skills System); or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 6; or IELTS 6.0 or its equivalent.

## Funding Support

SkillsFuture: All Singaporeans aged 25 and above can use their S\$500 SkillsFuture Credit from the Government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the SkillsFuture Credit course directory

Skills Development Fund (SDF) Training Assistance: SDF training assistance is available; Company-sponsored candidate must log on to [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to apply for SDF training assistance.

For SkillsFuture and training assistance details, kindly contact Ms. Elaine Lau via phone (65) 6422 3789, or email [elaine.lau@shri.org.sg](mailto:elaine.lau@shri.org.sg)

SkillsFuture credit is applicable for self-sponsored students only.  
SDF is applicable for company-sponsored students only.

## Programme Fees

### Total Course Fees Payable

Fee Breakdown	Amount (S\$)
Course Fee	4,927.66
Membership Entrance Fee	120.00
Membership Subscription Fee – 2 Years	100.00
<b>Total Course Fees</b>	<b>5,147.66</b>
Add 7% GST	360.34
<b>Total Course Fees Payable for Self-Sponsored</b>	<b>5,508.00</b>
<b>Company-Sponsored (SDF)</b>	
Less SDF Training Grant	300.00
<b>Total Course Fees Payable for Company-Sponsored</b>	<b>5,208.00</b>

Instalment Payment	Self-Sponsored Amount with GST	Company-Sponsored Amount with GST
1st Instalment	S\$1,836.00	S\$1,736.00
2nd Instalment	S\$1,836.00	S\$1,736.00
3rd Instalment	S\$1,836.00	S\$1,736.00

Application Fee – **S\$107.00 inclusive of GST** (non-refundable and non-transferable, payable upon application)

1st Installment payment to be payable in full prior to the orientation/ course commencement date.

*^Progression waiver is applicable for students who sign for any other programmes within 12 months from date of graduation.*

For more information on [UTAP](#) funding Contact Ms Elaine: +65 64223789 or [elaine.lau@shri.org.sg](mailto:elaine.lau@shri.org.sg)

## Application Procedures

All applications must be submitted with the following:

- Completed application form\*
- One recent passport-size photograph
- Front & Back photocopies of NRIC/ Passport
- Certified true copies of academic certificates & transcripts\*\*
- Application Fee

\* Application forms are obtainable from SHRI Academy

\*\* Applicants are required to bring along their original documents (for verification purposes) including copies of education qualifications and result transcripts.

## Payment Mode:

- NETs, Credit Card (subject to additional admin charges)
- ATM Transfer
- Cheque, Bank Draft, Money Order, Cashier's Order  
Payable to : SHRI Academy Pte Ltd
- Internet Banking and Telegraphic Transfer directly to:

Account Name : SHRI Academy Pte Ltd  
Bank Name : DBS Bank Ltd  
Account No. : 003-906454-3 (Current Account)  
Branch Name : DBS MBFC Branch  
Bank Code : 7171  
Branch Code : 003  
Swift Code : DBSSSGSG

Students should email and notify SHRI Academy immediately of any payment made by Bank Transfer, ATM Transfer or Telegraphic Transfer.

## Next Intakes

Please indicate your choice of intake for registration purposes.

Intake (Part-time)	Commencement Date	Application Closing Date
117th (Last Intake)	26 Mar 2018	23 Mar 2018

For further information, please contact **Elaine Lau** via phone (65) 6422 3789, or email [elaine.lau@shri.org.sg](mailto:elaine.lau@shri.org.sg)



Cert No. : EDU-2-2107  
Validity : 12/09/2017 - 11/09/2021

SHRI Academy  
CPE Registration No. 200722689Z  
CPE Registration Period: 30-01-2016 to 29-01-2020